

Workforce Disability Equality Standard (WDES) Report 2019-20



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1. Introduction and Background

The Workforce Disability Equality Standard (WDES) was introduced in April 2019 and is mandated as part of the NHS Standard Contract. It is designed to improve workplace experience and career opportunities for disabled people working, or those seeking employment, in the NHS. The WDES follows the NHS Workforce Race Equality Standard (WRES) as a tool and an enabler of change.

The WDES is a set of ten specific measures (referred to as metrics) to enable NHS organisations to compare the experiences of disabled and non-disabled staff.

The metrics are based on:

- Workforce data (3 metrics)
- Questions from the NHS Staff Survey (5 Metrics)
- Engagement and Voices of Disabled staff (1 Metric)
- Disability representation on Boards (1Metric)

What outcomes are intended by the WDES?

- Better understanding of the issues faced by disabled staff and an increased understanding of disabled patients' needs and patient outcomes.
- Key areas highlighted by the Metrics e.g. career development, appraisals, capability and recruitment processes are acted upon.
- Consideration of disabled staff representation at all levels throughout the organisation and reduction of any barriers which stand in the way of their career progression.
- Positive change through action plans to enable a more inclusive environment for disabled people working in the NHS.
- Support an increased focus on Disability and the voices of disabled staff.
- Improvement of disability declaration rates on Electronic Staff Records (ESR).

Cambridgeshire & Peterborough Foundation Trust (CPFT) already subscribes to several initiatives aimed at addressing disability in the workplace:

- Mindful Employer - this promotes good mental health in the workplace.
- Disability Confident scheme - this promotes getting the right people for your business, keeping, and developing your disabled staff.

The Trust has committed to the Disability Confident scheme via a self-assessment process. CPFT currently has the Level 2 - Disability Confident Employers status, that recognises the Trust goes the extra mile to make sure disabled people get a fair chance and is in the process of applying for Level 3.

2. Collecting Equality Monitoring Data

CPFT is committed to promoting fairness and equality of opportunity for the diverse workforce it employs. To support us to do this, we need to have an insight into who

our staff are, where they are employed within the organisation and what their experiences are working for CPFT.

We use standard equality monitoring questions that have been developed and agreed across all NHS organisations. The data helps us to understand our workforce and how we can improve working conditions.

The table below contains total number of staff employed in the organisation as of 31 March 2020 and those that have self-reported their disability since joining the organisation using ESR.

Disabled / Non-disabled Workforce	Numbers	% of Workforce
Disabled staff	128	3.10%
Non-disabled staff	1327	32.18%
Not Declared /prefer not to say	245	5.94%
Unspecified (not updated ESR)	2424	58.78%
Total number of staff as 31 March 2020	4124	100%

3. Metric 1 – Workforce

Metric 1: Requires the percentage of staff in each of the pay Agenda for Change (AFC) Bands and Very Senior (VSM) which include Executive Board members who have classified themselves as having a disability compared to those staff who do not have a disability.

Metric 1a Non-Clinical Workforce				
	Disabled	Non-disabled	Unknown or Nil	Overall Staff Total
Apprentice	0.00%	0.17%	0.11%	0.28%
Non-AFC	0.00%	0.13%	0.19%	0.32%
AfC Bands 1-4	2.06%	20.28%	35.70%	58.04%
AfC Bands 5-7	1.10%	8.22%	19.82%	29.14%
AfC Bands 8a – 8b	0.22%	3.59%	5.40%	9.21%
AfC Bands 8c, 8d, 9 & VSM	0.13%	0.94%	1.94%	3.01%
Metric 1b Clinical Workforce				
Non-AFC	0.00%	0.00%	0.04%	0.04%
AfC Bands 1-4	0.01%	0.07%	0.00%	0.08%
AfC Bands 5-7	26.66%	57.70%	2.14%	86.50%
AfC Bands 8a – 8b	1.95%	0.98%	0.06%	2.99%
AfC Bands 8c, 8d, 9 & VSM	0.23%	0.32%	0.00%	0.55%
Medical & Dental staff Consultant	1.26%	4.41%	0.16%	5.83%
Medical & Dental staff Non-consultant career grade	0.11%	0.16%	0.99%	1.26%
Medical & Dental staff medical and dental trainee grades	0.06%	0.25%	2.46%	2.77%

What is the data telling us?

The overall percentage of self-declared disabled staff working in the Trust is 3.10%. Staff with disabilities are under-represented in all clusters other than Band 5-7 Clinical workforce. Staff with disabilities are significantly underrepresented in senior posts.

However, the low level of declaration by staff presents a key challenge for the Trust as there are staff with disabilities who have not self-declared this. We know that for the 2019 staff survey, up to 426 staff have self-reported as having a disability, in comparison to the 128 self-reporting on ESR at the time of this report. Further work is therefore needed to encourage and support these staff to update their disability status on ESR.

Of note are the non-clinical staff in AfC bands 1-4 significantly under-report (at 35.70%) and following this with AfC bands 5- 7 (19.82%).

4. Metric 2 – Workforce

Metric 2: Requires that we calculate the relative likelihood of disabled staff compared to non-disabled staff being appointed from shortlisting in the organisation.

Staff	Disabled Staff 2018	Non-Disabled Staff 2018	Disabled Staff 2019	Non-Disabled Staff 2019
No. Shortlisted	253	3747	358	5856
No. Appointed	28	440	39	625
Likelihood of being appointed	$28/258=0.11$	$440/3747=0.12$	$39/358=0.11$	$625/5856=0.11$
The relative likelihood of disabled staff being appointed from shortlisting compared to on-disabled staff $0.11/0.11 = 1$			1	

What is the data telling us?

The likelihood of disabled staff being appointed compared to non-disabled staff is at a par.

5. Metric 3 – Workforce

Metric 3: Requires that we calculate the relative likelihood of disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.

2019-2020	Disabled	Non-Disabled	Unknown	Total
	1	3	0	4
	25%	75%	0%	100%

2018-2019	Disabled	Non-Disabled	Unknown	Total
	0	1	5	6
	0%	16.67%	83.33%	100%

What is the data telling us?

There is improvement in the declaration rate in 2019-20 with 0 in the “unknown” category compared to previous year. The total number of formal capabilities has also reduced compared to previous year.

6. Metric 4.1- Staff Survey

Metrics 4.1: Percentage of staff experiencing harassment, bullying or abuse from patients/service users, their relatives, or other members of the public in the last 12 months.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	28.4% (national average 33.8%)	29.2% (national average 33.1%)
Non-disabled	24.3% (national average 24.2%)	23.0% (national average 24.4%)
Disabled staff CPFT responses	401	425
Non-disabled staff responses	1,452	1,507

What is the data telling us?




This shows disabled staff experiencing harassment, bullying or abuse is 6.2% greater than that of non-disabled staff.

This is lower than the national average of 8.7%.

7. Metric 4.2 - Staff Survey

Metrics 4.2: Percentage of staff experiencing harassment, bullying or abuse from managers in last 12 months.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	19.9% (national average 17.2%)	18.4% (national average 16.9%)
Non-disabled	12.5% (national average 9.2%)	10.6% (national average 8.7%)
Disabled staff CPFT responses	397	424
Non-disabled staff CPFT responses	1,426	1,502

 **What is the data telling us?**

The result indicates a much poorer experience for disabled staff with a gap of 7.8% compared to non-disabled staff.


This is lower than the national average of 8.2%.

8. Metric 4.3 - Staff Survey

Metrics 4.3: Percentage of staff experiencing harassment, bullying or abuse from other colleagues in last 12 months.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	28.1% (national average 23.3%)	27.4% (national average 22.7%)
Non-disabled	15.2% (national average 14.4%)	15.0% (national average 13.8%)
Disabled staff CPFT responses	398	423
Non-disabled staff CPFT responses	1,416	1,504

What is the data telling us?

 The result indicates a considerably high level of poor experience by disabled staff with a gap of 12.4% compared to non-disabled staff.

This is above the national average of 8.9%.

9. Metric 4.4 - Staff Survey

Metrics 4.4: Percentage of staff saying that the last time they experienced harassment, bullying or abuse at work, they or a colleague reported it in the last 12 months.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	50.8% (national average 55.5%)	53.9% (national average 57.2%)
Non-disabled	55.6% (national average 57.6%)	58.1% (national average 58.3%)
Disabled staff CPFT responses	181	193
Non-disabled staff CPFT responses	448	482

What is the data telling us?

This metric is unique to the WDES. This result indicates there is less reporting by disabled staff (4.2%) compared to non-disabled staff.

Compare this with the national average; the difference is 1.1%.

10. Metric 5 - Staff Survey

Metric 5: Percentage believing that trust provides equal opportunities for career progression or promotion.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	82.0% (national average 80.8%)	81.0% (national average 78.9%)
Non-disabled	86.4% (national average 87.2%)	86.9% (national average 87.2%)
Disabled staff CPFT responses	244	294
Non-disabled staff CPFT responses	953	999

What is the data telling us?

- ! This result indicates there is less confidence that the Trust provides equal opportunities for career progression or promotion by disabled staff compared to non-disabled staff with a gap of 5.9%.

This is lower than the national average of 8.3%.

11. Metric 6 - Staff Survey

Metric 6: Percentage of staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	21.7% (national average 26.4%)	22.3% (national average 24.2%)
Non-disabled	17.8% (national average 16.3%)	13.8% (national average 15.3%)
Disabled staff CPFT Responses	276	291
Non-disabled staff CPFT Responses	737	762

What is the data telling us?

- ! This metric is unique to the WDES. This result indicates that disabled staff felt more pressurised to come to work despite not feeling well enough by 8.5% compared to non-disabled staff. This is slightly below the national average of 8.9%.

12. Metric 7 - Staff Survey

Metric 7: Percentage of staff saying that they are satisfied with the extent to which their organisation values their work.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	41.5% (national average 38.6%)	40.6% (national average 41.3%)
Non-disabled	48.8% (national average 49.1%)	52.9% (national average 51.9%)

Disabled staff CPFT Responses	402	426
Non-disabled staff CPFT Responses	1,453	1,513

What is the data telling us?



This metric is unique to the WDES. 12.3% of disabled staff are less satisfied that their organisation valued their work compared to non-disabled staff.

This is above the national average of 10.6%.

13. Metric 8 - Staff Survey

Metric 8: Percentage of disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.

Staff	2018 Staff Survey	2019 Staff Survey
Disabled	79.7% (national average 76.7%)	80.2% (national average 76.9%)
Disabled staff CPFT Responses	222	263

What is the data telling us?

This metric is unique to the WDES. This result indicates an encouraging level of disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work. However, it is worth noting that this is reporting against the low self-declaration of having a disability (3.10%).

14. Metric 9 (a) - Staff Engagement

Metric 9-Part a. The staff engagement score for disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.

Engagement Score/Responses	2018 Staff Survey	2019 Staff Survey
Staff engagement score: Disabled	6.7 (national average score 6.7)	6.7 (national average score 6.8)
Staff engagement score: Non-disabled	7.0 (national average score 7.1)	7.1 (national average score 7.2)
Organisation Score	6.9	7.0
Organisation: CPFT responses	1,990	2,009

Disabled staff CPFT responses	403	429
Non-Disabled staff CPFT responses	1,460	1,514

What is the data telling us?

The engagement score in 2019 for disabled staff is 0.4 less compared to non-disabled staff.

15. Metric 9 (b) - Staff Engagement

Metric 9-part b. Has your Trust taken action to facilitate the voices of disabled staff in your organisation to be heard? (Yes) or (No).

Yes

We have the Wearing 2 Hats (W2H) long term conditions staff network in the Trust.



The W2H group is a group of like-minded colleagues from across the Trust who want to make CPFT a better place to work by improving the way we support colleagues with long term conditions. Having been established in 2015, the group was commended at the 2016 CPFT Staff Awards, and runner up in the National Positive Practice Awards for Staff Wellbeing in 2018. The network meets bi-monthly (has an open meeting from 10:30 - 12:30 for the W2H business, and 12:30 - 13:30 for the peer support group). focusing on three key workstreams:

- Peer Support
- Policy and Guidance
- Challenging stigma

Peer support

This forum is led by a Chaplaincy colleague. Providing a confidential peer support and a safe place to talk about their experiences whilst trying to manage their own health challenges. The forum provides a safe place to discuss work with people who have been through similar things themselves or as a carer. This group feeds key themes into the other two workstreams and the main forum.

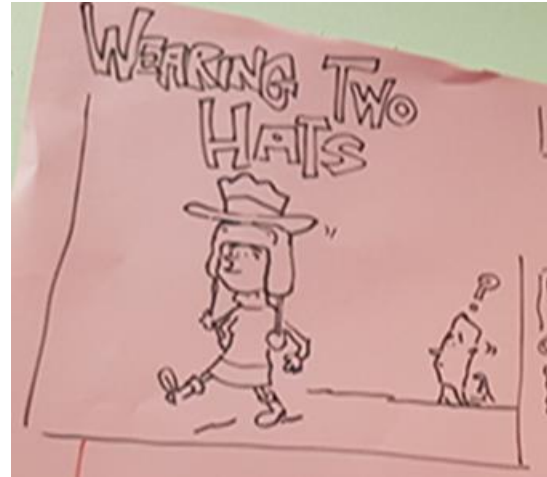
Policies and procedures

Developing guidance for managers and being proactive in supporting better policies. This supports flexibility and thinking of the whole person - not just following a policy. Guidance for managers will support them in 'staying human' when dealing with work issues caused through mental ill health, such as sickness absence. Work has

included reviewing Trust policies, writing guidelines to support disabled staff and developing a staff support leaflet and stories booklet.

Challenging Stigma

A range of anti-stigma campaigns where staff from across the Trust 'come out' to talk of their mental and physical health challenges, showing that anyone in any role could be affected by a long term condition, and that's OK. Even better, it could help them be a better NHS employee. There have been a number of campaigns on social media and most recently work to support medical colleagues who have long term conditions.



Wearing 2 Hats Buddy Scheme

The Buddy Scheme is an initiative that has evolved out of the Wearing 2 Hats group and is designed to provide a listening ear to colleagues within the Trust who have their own long term conditions and are in work but may be having a particularly bad day. Several colleagues, some of whom have their own lived experience and others who are "allies" (i.e. people who do not have lived experience but are passionate about this issue) have volunteered to become "buddies". This is further enhanced now by the introduction of a specific staff wellbeing team and Covid staff wellbeing support line.

2019 - 20 Update

The themes from the Wearing2Hats Business meetings for 2019 -20 included working with Human Resources and the Freedom to Speak Up (F2SU) Guardian regarding the special leave policy, reasonable adjustments in the workplace, restorative justice culture and opportunity for training as a F2SU Ambassador.

Personal development training was available for staff with protected characteristics seeking progression including job application & interview skills and recruitment interview panel training.

The W2H leaflet has been updated for promotion at induction by group members along with the collection of affirmation statements for internal awareness raising

campaigns, with plans discussed for a collection of stories to update the previously printed W2H booklet.

In response to Covid-19 we have increased the frequency of peer support meetings and promoted the Buddy Scheme on the intranet and arranged signposting through the Wellbeing Service. We have also established a Covid19 staff support service for all staff in the Trust who want to talk through any concerns. Information has been shared with members regarding internal and external support available for staff e.g. Able Futures for mental wellbeing and GMC doctor's survey feedback was given to our Exec Sponsors.



16. Metric 10 - Board Representation

Metric 10 The percentage of CPFT Board and Executive Team who classify themselves as having a disability or long-term condition.

Trust Board and Executive Team	2018-19	2019-20
Classify as having a disability or long-term condition	0%	7.14%
	<u>No of Staff</u> 0	<u>No of Staff</u> 1

What is the data telling us?

This result indicates 7.14% (1 member of the board) reporting as having disability or long-term condition compared to previous year when it was 0%.

17. Appendices:

Appendix 1: Workforce Disability Equality Standard Metrics

Appendix 2: WDES Action Plan 2020-21

Appendix 1

Workforce Disability Equality Standard Metrics

Workforce Metrics

For the following three workforce Metrics, compare the data for both Disabled and

non-disabled staff	
Metric 1	<p>Percentage of staff in AfC paybands or medical and dental subgroups and very senior managers (including Executive Board members) compared with the percentage of staff in the overall workforce.</p> <p>Organisations should undertake this calculation separately for non-clinical and for clinical staff.</p> <p>Cluster 1: AfC Band 1, 2, 3 and 4 Cluster 2: AfC Band 5, 6 and 7 Cluster 3: AfC Band 8a and 8b Cluster 4: AfC Band 8c, 8d, 9 and VSM (including Executive Board members) Cluster 5: Medical and Dental staff, Consultants Cluster 6: Medical and Dental staff, Non-consultant career grade Cluster 7: Medical and Dental staff, Medical and dental trainee grades</p> <p>Note: Definitions for these categories are based on Electronic Staff Record occupation codes with the exception of medical and dental staff, which are based upon grade codes.</p>
Metric 2	<p>Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts.</p> <p>Note:</p> <p>i) This refers to both external and internal posts. ii) If your organisation implements a guaranteed interview scheme, the data may not be comparable with organisations that do not operate such a scheme. This information will be collected on the WDES online reporting form to ensure comparability between organisations</p>
Metric 3	<p>Relative likelihood of Disabled staff compared to non-disabled staff entering the formal capability process, as measured by entry into the formal capability procedure.</p> <p>Note:</p> <p>i) This Metric will be based on data from a two-year rolling average of the current year and the previous year. ii) This Metric is voluntary in year one</p>
National NHS Staff Survey Metrics	
For each of the following four Staff Survey Metrics, compare the responses for both Disabled and nondisabled staff.	
Metric 4 Staff Survey Q13	<p>a) Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:</p> <p>i. Patients/service users, their relatives or other members of the public ii. Managers iii. Other colleagues</p> <p>b) Percentage of Disabled staff compared to non-disabled staff saying that the last time they experienced harassment, bullying or abuse at work, they or a Colleague reported it.</p>
Metric 5 Staff Survey Q14	Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion.
Metric 6 Staff Survey Q11	Percentage of Disabled staff compared to non-disabled staff saying that they have felt pressure from their manager to come to work, despite not feeling well enough to perform their duties.
Metric 7 Staff Survey Q5	Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work.
The following NHS Staff Survey Metric only includes the responses of Disabled staff	
Metric 8 Staff Survey Q28b	Percentage of Disabled staff saying that their employer has made adequate adjustment(s) to enable them to carry out their work.
NHS Staff Survey and the engagement of Disabled staff	

<p>For part a) of the following Metric, compare the staff engagement scores for Disabled, non-disabled staff and the overall Trust's score</p> <p>For part b) add evidence to the Trust's WDES Annual Report</p>	
<p>Metric 9</p>	<p>a) The staff engagement score for Disabled staff, compared to non-disabled staff and the overall engagement score for the organisation.</p> <p>b) Has your Trust taken action to facilitate the voices of Disabled staff in your organisation to be heard. (Yes) or (No)</p> <p>Note: For your Trust's response to b)</p> <p>If yes, please provide at least one practical example of current action being taken in the relevant section of your WDES annual report. If no, please include what action is planned to address this gap in your WDES annual report. Examples are listed in the WDES technical guidance.</p>
<p>Board representation Metric</p> <p>For this Metric, compare the difference for Disabled and non-disabled staff</p>	
<p>Metric 10</p>	<p>Percentage difference between the organisation's Board voting membership and its organisation's overall workforce, disaggregated:</p> <ul style="list-style-type: none"> • By voting membership of the Board. • By Executive membership of the Board.

Appendix 2



Workforce Disability Equality Standard (WDES) Action Plan June 2020-21

Workforce Disability Equality Standard (WDES) Action Plan June 2020-21

Key areas of focus:

- Increase disabled staff representation in management at bands 8a and above
- Recruitment and selection
- Harassment, bullying or abuse
- Disabled staff experience
- Staff data collection

Metrics	Proposed Action	Lead	Target
<p>Metric 1 Percentage of staff in each of the AFC Bands 1-9 and VSM (including executive Board members) compared with the percentage of staff in the overall workforce</p>	<ul style="list-style-type: none"> • To improve disabled staff representation in management roles at bands 8a and above. Encourage disabled staff to take up leadership programmes/mentoring/coaching and other training. • Improve transparency and objectivity in recruitment panel decision-making process by reviewing of the ‘treating people with respect’ mandatory training course to ensure unconscious bias information is included. • Increase diversity on our interview panels including service users / carers who have disabilities. 	<p>Recruitment Team/EDI Team/L&OD/ Workforce Manager/ Diversity Network/W2H</p>	<p>Dec 2020 Sept 2020</p>

	<ul style="list-style-type: none"> • Improve disability declaration rate on ESR by 10%. 		
<p><u>Metric 2</u> Relative likelihood of Disabled staff compared to non-disabled staff being appointed from shortlisting across all posts</p>	<ul style="list-style-type: none"> • Disabled staff representation on interview panels. • Ensure our job applications are inclusive of equal opportunities and have the Disability Confident and Mindful Employer logo • Review Recruitment and Selection training to ensure disability sensitivity (including unconscious bias) to be included in Recruitment and Selection Workshops. • Working in partnership with staff side representatives to identify and address gaps and find ways of making improvements. • Improve disability declaration rate on ESR by 10%. 	<p>ED&I Team/Workforce recruitment Manager/ HR/Team Managers/ Staff side</p>	<p>Sept 2020</p>
<p><u>Metric 4 Staff Survey -Q13</u> Percentage of Disabled staff compared to non-disabled staff experiencing harassment, bullying or abuse from:</p> <p>i. Patients/service users, their relatives or other members of the public ii. Managers iii. Other colleagues</p>	<ul style="list-style-type: none"> • A refreshed communications campaign to all service users and visitors to the Trust regarding the Trusts zero tolerance approach to bullying, harassment, abuse and violence. • Diversity champions and W2H members to support the campaign of zero tolerance and help monitor the process. • Working closely with the HR and FtSU teams to identify issues of bullying & harassment. Both teams looking at actions for improvements. Support the trust work around restorative Just culture and early resolution work undertaken by the Trust • Having disabled staff represented on the Mediation panel training. • Review UB training and that it is embedded into the Trust mandatory training. • Monitor and analyse Datix reporting of B&H cases for disabled. • Empowering staff to feel confident in speaking up about their disability and be assured there are no repercussions. 	<p>ED&I Team/Comms Team/W2H/ Diversity Champions HR / FtSU</p>	<p>Sept - Mar 2020 - 21</p>

	<ul style="list-style-type: none"> Working with staff side representatives to identify and address gaps and find ways of making improvements. Launch of a new campaign encouraging staff to share their experiences of long-term conditions. Improve data collection and disability declaration rate on ESR by 10%. 	<p>Staff side</p> <p>W2H</p> <p>Workforce Team</p>	
<p><u>Metric 5 Staff Survey - Q14</u> Percentage of Disabled staff compared to non-disabled staff believing that the Trust provides equal opportunities for career progression or promotion</p>	<ul style="list-style-type: none"> Promote successful disabled role models through W2H staff network. Encourage disabled staff to take up coaching and mentoring support. Explore a range of career development opportunities such as acting up, secondment, being mentored, coached, and shadowing, which are crucial to effective career progression. Further develop Diversity Champions, including those with a disability. Working with staff side representatives to identify and address gaps and find ways of making improvements. Improve data collection and disability declaration rate on ESR by 10% 	<p>ED&I Team/ HR</p> <p>Comms Team/W2H/Team Managers/ Workforce Team</p> <p>Staff side</p>	<p>Oct - Dec 2020</p>
<p><u>Metric 7 Staff Survey - Q5</u> Percentage of Disabled staff compared to non-disabled staff saying that they are satisfied with the extent to which their organisation values their work</p>	<ul style="list-style-type: none"> W2H stories booklet to be updated. Engagement events through the W2H to promote the forum. Raise awareness of the challenges faced by disabled staff and service users and showcase positive outcomes from initiatives undertaken by the W2H staff network/HR/staff wellbeing team. To increase the staff survey score by 10%. Engaging with disabled staff, getting feedback to make improvements. Support the trust work around restorative Just culture and early resolution work undertaken by the Trust. 	<p>ED&I Team/ HR/Comms Team/W2H</p> <p>Team Managers/Health</p>	<p>Nov 2020 - Jan 2021</p>

	<ul style="list-style-type: none">• Working with staff side representatives to identify and address gaps and find ways of making improvements.• Improve data collection and disability declaration rate on ESR by 10%	& Wellbeing Team/ Staff side Workforce Team	
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